

# GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

## CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

### AMENDED: CLOSING DATE

ANNOUNCEMENT NO: **CFSA-09-P031** POSITION: **Program Monitor  
DS-301-9/11**  
OPENING DATE: **02/02/09** CLOSING DATE: **OPEN UNTIL FILLED**  
IF "OPEN UNTIL FILLED" **02/13/09 (And every  
two weeks  
thereafter)** SALARY RANGE: **DS- 9 \$43,602 - \$56,139 PA  
DS-11 \$50,510 - \$65,126 PA**  
WORK SITE: **WASHINGTON, D.C.** TOUR OF DUTY: **8:15 A.M. TO 4:45 P.M.  
Monday – Friday**  
PROMOTION POTENTIAL: **DS-12** AREA OF CONSIDERATION: **Unlimited**  
NO. OF VACANCIES: **One (1)**  
AGENCY: **Child and Family Services Agency (CFSA), Contract Monitoring and Performance Improvement Administration,  
Office of Congregate Care Programs and Home Study Contract Monitoring**

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | ☐ | Term (13 months to 4 years) NTE: \_\_\_\_\_  
| | Temporary (Up to 1 year, Not-to-Exceed) | \_\_\_\_\_

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may  
be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

**RESIDENCY PREFERENCE AMENDMENT ACT:** An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

### **BRIEF DESCRIPTION OF DUTIES:**

The incumbent is responsible for monitoring CFSA congregate care contracts with agencies and apartments to ensure that the services provided promote the permanence, safety and well-being of the children in care and meet expected outcomes. Participates in monthly meetings with vendors to discuss issues, clarify expectations, review monthly monitoring statement of findings, improve responsiveness and quality assurance and enhance inter-agency cooperation. Conducts onsite/offsite monitoring activities to determine if congregate providers deliver services consistent with the contract deliverables of each contract. Determines if contractors are matching the needs of children and maintaining the numbers and types of placement resources stated in the contract. Reviews and evaluates contractors' systems for complying and remaining in compliance with their respective licensing standards, including participation in CFSA meetings as appropriate; expected care standards; participation in permanency, transfer and disruptions staffing. Reviews contractor's training for personnel; determines the adequacy of staff support, management and the effectiveness of communications. Provides training, technical assistance and consultation to providers and CFSA staff as needed and contributes to the development of Scopes of Work for various Requests for Proposals (RFP). Maintains an on-going contract file for each assigned vendor, which documents all significant interactions, decisions, monitoring activities, findings and recommended corrective actions and follow-up reports. Participates in the contracting process by screening, rating and ranking vendor proposals to help determine which vendors will be awarded contracts. Reviews deliverables specified in the contracts, including monthly and quarterly program related performance reports. Reviews deliverables as specified in the RFP, including monthly and quarterly program related performance reports. Evaluates and assesses detailed data and reports. Assesses contractors' recruitment and staff retention practices and tracks records. Assesses the contractor's use of outside service providers, including the utilization of Medicaid vendors. Discharges duties with flexible hours to ensure compliance to Monitoring Policy and regulations. Performs other related duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

### **SELECTIVE PLACEMENT FACTORS:**

Certificate of completion for training in Contract Officer's Technical Representative; Program Monitoring, or Audit/Review Teams, etc., and a minimum of one (1) year of related human service experience conducting licensing, monitoring or audit activities..

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of contracting procedures and various methods used to gather, analyze and act on information to ensure contract compliance;
2. Thorough knowledge of theories and methods of assessing the delivery of private contractor that provide residential, counseling, life skills, educational and other services to children and youth in a child welfare system;
3. Thorough knowledge of theories of human growth and development and family and social interaction;
4. General knowledge of local, state, and federal laws and regulations affecting social and health services; and
5. Effective interpersonal skills to interact with agency representatives, other staff and the public; skill mediating and negotiating between parties in conflict and demonstrated organizational and analytical skills and attention to detail.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WALK-INS:</b>	<b>955 L'Enfant Plaza, 5<sup>th</sup> Floor Washington, D.C. 20024</b>
<b>TO APPLY:</b>		<b>WEBSITE:</b>	<b><a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a></b>
<b>FAX TO:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>EMAIL TO:</b>	<b><a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a></b>		

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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